

## WIC New Baby Form

Please call the WIC Office at: 252.636.4920 to inform us of your baby's arrival, so that we may schedule an appointment to determine your and your baby's eligibility for WIC services.

### TO THE APPOINTMENT YOU MUST BRING:

- The baby\* and a copy of the Mother's Verification of Facts form, the hospital ID bracelet or the hospital crib card.
- Proof of residence.
- Proof of income.

\*If you don't bring the baby to the appointment, **the baby must be seen in the WIC office within 60 days of birth to continue WIC services.**

### IF YOU DON'T BRING IN ACCURATE AND COMPLETE INFORMATION, WE CAN'T ADD YOUR BABY TO WIC.

#### Acceptable Documentation

##### Proof of Identification for Applicant/Parent/Guardian/Proxy (must be in applicant's name):

- Bill or account statement less than 60 days old (*i.e., bank statement, credit card, loan papers, mortgage/rental, utility bill: gas, electric, telephone, water, cable*)
- Blank Check
- Check cashing, credit, or bank ATM card
- Correspondence less than 60 days old (*i.e., from WIC, DSS, Grade School, University*)
- Food and Nutrition Services certification letter
- Foster Child placement letter
- Mother's Verification of Facts Form (*infants only*)
- Hospital crib card or discharge papers (*infants only*)
- Hospital ID Card or Bracelet
- Immunization Record (*only for infants & children*)
- Income tax filing for the most recent calendar year
- Insurance Card or Insurance Policy
- LES (*military Leave and Earnings Statement*)
- Marriage License less than 60 days old
- Medicaid or Medicaid Presumptive Eligibility (*must first verify current eligibility*)
- Paycheck stub/direct deposit notification <60 days old
- Permanent Residence Card ("green card")
- Photo ID (current): DMV (driver's license), governmental agency, passport, Military ID card, Official photo ID, Work ID card, school
- Property tax statement
- Social Security Card
- Unemployment letter/notice
- Verification of certification (VOC) card (*for current certification period*)
- Voter registration card for NC
- Work ID card

##### Proof of Residence (Must include current physical address, not a P.O. Box.

If you only have P.O. Box, you must provide directions to the residence to WIC staff):

- Bill or account statement less than 60 days old—bill does not have to be in your name (*i.e., bank statement, credit card, loan papers, mortgage/rental, utility bill: gas, electric, telephone, water, cable*)
- Birth Certificate
- Blank Check
- Correspondence < 60 days old (*i.e., from WIC, DSS, Grade School, University*) (*only if in applicant's name*)
- Food and Nutrition Services certification letter
- Foster Child placement letter
- GIS Mapping report with address
- Mother's verification of Facts Form (*used for mother & infant up to infant's first birthday, form must be signed*)
- Hospital crib card / discharge papers (*infants only*)
- Hospital ID Card or Bracelet
- Immunization Record (*only for infants & children*)
- Income tax filing for the most recent calendar year
- Insurance Card or Insurance Policy
- LES (*military Leave and Earnings Statement*)
- Marriage License less than 60 days old
- Medicaid or Medicaid Presumptive Eligibility (*must first verify current eligibility*)
- Paycheck stub or direct deposit notification less than 60 days old showing address
- Permanent Residence Card ("green card")
- Photo ID (current): DMV (driver's license), governmental agency, passport, Military ID card, Official photo ID, Work ID card, school
- Property tax statement
- School Record
- Unemployment letter/notice
- Voter registration card for NC
- Work ID card



### **Proof of Income:**

- Medicaid Card
- Letter of Food Stamps certification showing dates of eligibility
- Salaries, wages, commissions, fees, tips
- Overtime pay
- Current LES for military personnel
- Earnings from self-employment
- Dividends or interest from savings, stocks, bonds, other investment income, or net rental income
- Public assistance or welfare payments
- Unemployment compensation
- Alimony and child support payments
- Military allotments including re-enlistment bonuses, jump pay, and uniform allowance
- Social Security benefits
- Veterans Administration benefits
- Supplementary Security Income (SSI) benefits
- Retirement and pension payments
- Workers compensation
- Student grants/stipends paid to the student for living expenses
- Christmas bonuses, prize/lottery winnings
- Money received from individuals not living in the household
- Cash income including but not limited to cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which are readily available to the family
- Signed statement from employer indicating gross earnings for a specified pay period
- W-2 form or income tax return for the most recent calendar year for self-employed
- Foster care placement letter/foster parent award letter with amount received for foster care
- Unemployment letter/notice
- Divorce decree or court order including statement regarding alimony or child support



Revised 1/12

2/13

Reviewed 1/15

Revised 6/15

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or any USDA office, or call (866) 632- 9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.